

Shakti Foundation For Disadvantaged Women

Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/731

Date:11-12-2025

Employee Information

Employee Name:	Md. Sujon Islam	Separation Effective Date:	05-Aug-25
Employee ID:	19105	Length of Service:	2 years 8 Months 23 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Sirajdikhan Munshiganj	Separation Type:	Resignation
Branch / Department Code	0165	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	13-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01753224921
Last Working Day	4-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,380	35	27,526
A.Total salary Dues			27,526

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity		-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Additional Payment	-
TA & DA / Field trips	5,081
Retirement Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,529
Over Time (Nov,2025)	-
C.Total Additional Payment	22,610

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	11,883
Mobile Phone Handset Loan	2,476
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	14,359
E.Total Payable / Receivable (A+B+C-D)	35,777

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	26,400	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,568		-
Profit on Organization Contribution	-		-
Total	28,968	Total PF Payable	-

Total Salary & Others (E)	35,777
Total Provident Fund	28,968
Total End of Service Benefit	64,745

In Words: Sixty Four Thousand Seven Hundred Forty Five Taka Only.

Process and Calculation
is Audited based on
supporting documents
14/12/2025

Prepared By *M. Rahman*
11-12-25

Checked By

Reviewed By

for
Md. Abdul Halim
Senior Director
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 64,745 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Sixty Four Thousand Seven Hundred Forty Five Taka Only.

checked by
AAV